



Data Protection Policy and Privacy Notice

Introduction

The purpose of this Policy is to protect the personal information supplied by trainees and participants in workshops. The information is processed by The Berne Institute staff and authorised third parties, ensuring its confidentiality, integrity and availability, by processing it in accordance with current legislation.

This policy applies to information held about trainees and prospective trainees, suppliers and prospective suppliers, contacts and all other persons about whom The Berne Institute holds information. By 'information,' we mean personal information about you that we collect, use, share and store.

In this policy, "we," "us," and "our" means The Berne Institute and "you" means the individual to whom the information relates.

The General Data Protection Regulation (GDPR May 2018) replaced the Data Protection Act 1998. It contains six "Data Protection Principles" set out in Article 5. These specify that personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes
4. Accurate and, where necessary, kept up to date;
5. Kept in a form which permits identification of data subjects for no longer than is necessary;
6. Processed in a manner that ensures adequate security of the personal data, using appropriate technical or organisational measures.

Responsibilities of staff, and authorised third parties

To ensure that staff and authorised third parties comply with the data protection principles as set out in the latest legislation (May 2018), in respect of the collection, storage and use of personal data.

Responsibilities of trainees

To ensure that personal data and information supplied is accurate and up to date.

To inform The Berne of any changes to personal information, eg change of address.

To respond to requests to check the accuracy of personal information held, which may be sent out from time to time.

What we collect

- your name;
- your contact information such as your address, email address and telephone number;
- your payment details / financial data i.e. your bank name, account number and sort code;
- information related to your attendance of, and interest in, training events;
- information about you that you give us in person at our events, by filling in forms on our site www.theberne.com (e.g. the contact us section or to sign up to our mailing list) or by corresponding with us by phone, e-mail or otherwise];
- information in relation to your registration and attendance on our courses;
- information about your assignments, including marking sheets;
- information about your qualifications and awards attained at The Berne;
- your photograph.

We collect information about you

- when you contract with us for training, and at other times during your training;
- when you use forms on our website.

What we do with the information we collect

We use your information and photograph to:

- provide information about our training courses and services to you;
- keep you informed about courses, workshops and events that we think you may find interesting;

- carry out our obligations arising from any agreements entered into between you and us;
- communicate with you regarding your training and qualification;
- comply with legal and regulatory obligations;
- publicise our courses on social media, specifically Facebook, Twitter and Instagram;
- check your identity, and for security purposes.

Legal basis for processing

Our processing of your personal information is necessary:

- for the performance of contracts to which you will be a party to and in order to take steps at your request prior to you entering into those contracts;
- for the purposes of legitimate interests pursued by us; or
- in order to comply with a legal obligation to which we are subject.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent from you at the time unless there is otherwise a legal requirement for us to process such information.

Legitimate interests

Where our processing is based on the legitimate interest grounds described above, those legitimate interests are: (i) collecting personal information to provide you with a smooth and efficient training experience; (ii) to make sure you receive updated information on workshops, training courses and professional registration and qualification; (iii) to provide the services you have requested; and (iv) for our own marketing and research.

Sharing your information

Except as expressly set out in this policy we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

The personal information you provide to us may be shared with third party companies, agents, contractors, service providers or affiliated companies if this is necessary to provide you with our services, respond to your inquiries or for any of the purposes described in this policy.

We may also share your personal information with:

- law enforcement agencies, other governmental agencies or third parties if we are required by law to do so; and
- other business entities should we plan to merge with or be acquired by that business entity, or if we undergo a re-organisation with that entity.

Transferring Your Information outside the UK

Your personal information may be transferred to, and stored at, a destination outside the European Economic Area (EEA) and may also be processed by staff operating outside the EEA who work for us, or for one of our service providers.

When we, or our permitted third parties, transfer your information outside the European Economic Area, we or they will impose obligations on the recipients of that data to protect your information to the standard required in the European Economic Area or otherwise require the recipient to subscribe to international frameworks intended to enable secure data sharing. In the case of transfers by us, we may also transfer your information where: (i) the transfer is to a country deemed to provide adequate protection of your information by the European Commission; or (ii) where you have consented to the transfer.

Your Rights

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- to rectification of your personal data, if you consider that the information we are holding is inaccurate;
- to ask us to delete your personal data, if you consider that we do not have the right to hold it;
- to withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- to ask us to stop or start sending you marketing messages as described below in the marketing section;
- to restrict processing of your personal data;
- to data portability (moving some of your personal data elsewhere) in certain circumstances;
- to object to your personal data being processed in certain circumstances; and
- to not be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data.

Any request from you for access to or a copy of your personal data must be in writing and we will endeavour to respond within a reasonable period and in any event within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject.

We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring that your information is up to date, do let us know if any of your personal details change at the following email address office@theberne.com.

Marketing

Where you are one of our trainees or have otherwise agreed to be contacted for marketing we may use your personal information to send you information about training, workshops or other professional events. You can unsubscribe from receiving them at any time by sending a request for unsubscription to office@theberne.com.

You also have the option of "unsubscribing" from our mailing list at any time thereby disabling any further such e-mail or other communication from being sent to you by emailing office@theberne.com.

We will action any opt out request from you without delay.

How long will we keep Your information?

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Where we are permitted to send you direct marketing communications we may retain your contact information necessary for this purpose, for as long as you do not unsubscribe from receiving the same from us. If you opt out from marketing, we will retain your information to enable us to respect your wishes to not be contacted for marketing purposes.

Security

We are committed to ensuring that your information is secure. Personal information is stored electronically in a secure password protected database, and in personal paper files kept within a locked filing cabinet.

In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you personally and online.

Links to Other Sites

Our website may contain links to other sites, including via our social media buttons. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security, or privacy practices employed by other websites and a link does not constitute an endorsement of that website. Once you link to another website from our website you are subject to the terms and conditions of that website, including, but not limited to, its internet privacy policy and practices. Please check these policies before you submit any data to these websites.

Certain features of our site will allow for social networking. You should ensure when using these features that you do not submit any personal data that you do not want to be sent, collected or used by other users, such as profile details or e-mail address.

Complaints

If you have any concerns about our use of your information please contact the Office in the first instance office@theberne.com and we will respond to your complaint within one month of receipt.

Should you be unhappy with our response you can contact the Information Commissioners Office via their online form. This is available here - <https://ico.org.uk/make-a-complaint/personal-information-complaint/>

For more information on your right to complain, please visit the Information Commissioners Office website <https://ico.org.uk/make-a-complaint/personal-information-complaint/>

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